
TULARE COUNTY OFFICE OF EDUCATION
INJURY AND ILLNESS PREVENTION PROGRAM – PLAN DOCUMENT

The Tulare County Office of Education in compliance with California Labor Code Section 6401.7 and General Industry Safety Order Section 3203 herein has implemented the Injury and Illness Prevention Program. The person responsible for implementing the program is:

Assistant Superintendent or Risk Manager
Tulare County Office of Education
2637 W. Burrel Ave., P.O. Box 5091
Visalia, CA 93278-5091
(559) 733-6474

The person named herein shall have authority and responsibility for implementation of the program including general direction of employee and supervisor training programs and communications; monitoring and enforcement of employee compliance; evaluation and investigation of accidents and hazards; and conducting and/or monitoring scheduled and periodic inspections. Certain corresponding duties herein may be conducted by other members of management or employees at the direction and under the supervision of the responsible person above.

PART 1: SYSTEM FOR ENSURING EMPLOYEE COMPLIANCE

Employees are notified upon employment and at later intervals, both in person and in writing, that compliance with established and/or safe, healthy, common sense work practices, whether written or unwritten, are a mandatory condition of employment.

From time to time, employees may be recognized by a special notice or award for their compliance with safety and health standards and/or continuation of work without injury or incident.

Employees who fail to adhere to job safety standards are subject to disciplinary action, including, but not limited to, verbal reprimands, written warnings, suspension, and discharge. Any action or set of actions may be accelerated, adjusted, skipped, modified, repeated, or intensified at the sole discretion of management. Furthermore, no single disciplinary action shall set a precedent for any other disciplinary action relating to a safety or health violation that may be perceived to be of a like or similar nature. Nothing herein, however, shall alter right of the employee or employer to terminate employment at any time with cause or notice.

PART 2: SYSTEM FOR COMMUNICATING WITH EMPLOYEES

At the time of initial employment and at other intervals, employees are notified of applicable safe work practices and working conditions through the following methods of communication: (a) verbally, (b) through the employer's safety handbook and (c) by various other methods. They are also informed that all employees have the right and obligation to report any work-related injury or unsafe condition or hazard without fear of reprisal or threat of job security. Such information may be submitted using a standard form or otherwise in writing (signed or

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anonymous), or verbally to the employee's supervisor or any other member of management, or directly to the appropriate federal, state, or local governmental agency.

PART 3: SYSTEM FOR IDENTIFYING/EVALUATING HAZARDS

Workplace hazards are identified and evaluated through review of information concerning potential safety and health hazards provided by state and federal occupational safety and health agencies, suppliers and manufacturers of materials used in operations of the employer (MSDS), and manufacturers of equipment used by the employer; analysis of the steps involved in the work process and the potential hazards associated therewith; review of accidents, injuries, and illnesses which have occurred in the workplace; and regularly scheduled and periodic inspections of the workplace. Inspections are conducted whenever new substances, processes, procedures, or equipment are introduced that represent an occupational hazard; whenever the employer is made aware of a new or previously unrecognized hazard, and at other frequencies determined by the level of hazard associated with the site or process. Records of inspections, including the date of inspection, identification of the area or process inspected, and person conducting the inspections, are retained for a minimum period of three years.

PART 4: INJURY/ILLNESS INVESTIGATION PROCEDURES

Occupational injuries and illnesses are documented on a comprehensive report of accident and are investigated by management to determine what tools, equipment, job site or building condition, etc., may have caused or contributed to the incident; what action of the affected employee caused or contributed to the injury or illness; and what action has been taken or will be taken to prevent recurrence. In cases where corrective action is required, specific persons are assigned the responsibility of so doing, and follow up is made to assure that appropriate action has been completed. Standardized forms are used to organize and document the investigation and completed actions.

PART 5: SYSTEM FOR CORRECTING UNSAFE WORK CONDITIONS

At such time that unsafe or unhealthy conditions, work practices, or work procedures are discovered, employees are removed from the area, if applicable, because of the level of hazard, and appropriate immediate actions are directed by management to correct the hazard and mitigate the potential damage to person or property. Procedures include documented investigation of the cause and/or source of the hazard, identification of corrective actions needed, assignment of persons responsible for the completion of specific remedial actions, and follow-up for compliance. Training and/or retraining of affected employees is provided as applicable.

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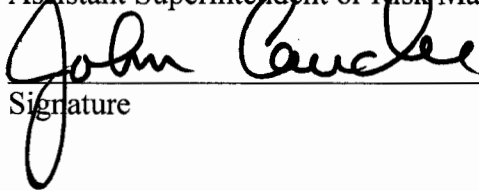
PART 6: TRAINING AND INSTRUCTION PROCEDURES

At the time of initial employment; when employees are given new job assignments for which training has not previously been given; when new substances, processes, procedures, or equipment are introduced that represent a new hazard; when the employer is made aware of a new or previously unrecognized hazard; and at other intervals designated by management, employees are trained in applicable safe and healthy work practices in groups or individually through distribution and review of the employer's safety handbook and its supplements; through other written communications, posters, booklets, etc.; and by various other methods as applicable to providing instruction in a form readily understandable by the affected employee or group of employees. Individual records of training, including date of training, type of training, and training providers are retained in the employee's personnel file for a minimum period of three years, except for shorter periods as otherwise allowed by law.

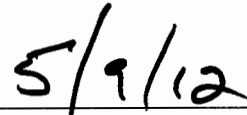
APPROVAL

This Injury and Illness Prevention Program is hereby approved:

Tulare County Office of Education
Assistant Superintendent or Risk Manager



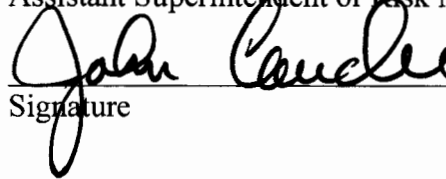
Signature



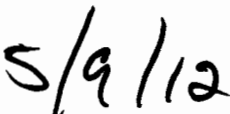
Date

Acknowledgement of understanding and acceptance of the authority and responsibility of the herein named person responsible for implementing this program:

Tulare County Office of Education
Assistant Superintendent or Risk Manager



Signature



Date